

Peckham & McKenney
"All about fit"



**Administrative
Services Director**
CITY OF PACIFIC GROVE, CALIFORNIA

THE COMMUNITY

Pacific Grove is a small coastal community located in Monterey County. Situated on the southern edge of the Monterey Bay, 115 miles south of San Francisco, Pacific Grove enjoys a rich history and an abundance of recreational opportunities. Pacific Grove covers approximately 2.9 square miles and has a population of approximately 15,300. The City's beautiful coastline provides expansive views of the Pacific Ocean and the Monterey Bay, while the historic downtown is home to numerous restaurants, boutiques, and galleries.

Founded in the 1870s as a Methodist summer retreat, Pacific Grove continues to bear the look and feel of yesteryear. The original retreat area remains, with homes dating back to the late 1800s and early 1900s. Pacific Grove is renowned for its historic ambience and Victorian homes, with over 1,300 registered historical homes and structures that were built between 1874 and 1926. Many of Pacific Grove's homes reflect a vintage style, diverse architecture, and individuality. Among the historic buildings in Pacific Grove are stately Victorian mansions, many of which have been converted into bed and breakfast inns. Annual special events showcase Pacific Grove's historic homes



and inns, including the Victorian Home Tour and Christmas at the Inns. In addition, a variety of annual festivities—such as Good Old Days and the Butterfly Parade—celebrate the community's history.

The City is home to numerous attractions, including the Point Pinos Lighthouse, the oldest continuously operating lighthouse on the west coast, the Monarch Butterfly Sanctuary, Asilomar State Beach and Conference Grounds; and picturesque Lovers Point Park and Beach. The City of Pacific Grove combines an unparalleled quality of life with an ambience of charm, grace, and beauty on the Monterey Peninsula. For more information on this dynamic city, please visit the City of Pacific Grove's [website](#).

THE ORGANIZATION

Incorporated in 1889, Pacific Grove is a Charter City and operates under the Council-Manager form of government. The seven-member City

Council appoints a City Manager, City Attorney, and members of the City's boards and commissions. The Mayor is directly elected to serve two-year terms, while City Council Members are elected to alternating four-year terms.

The City of Pacific Grove has 107 full-time employees, a FY 24/25 General Fund operating budget of \$34.4 million, and \$12.6 million in General Fund Reserves which exceeds the City's reserve policy levels. Departments within the City organization include City Manager's Office (including the City Clerk, Human Resources, and Economic Development), Administrative Services (including Finance, Risk, Payroll, Cemetery, and IT), Police, Public Works (including Recreation), Library, and Community Development. The City Attorney, Pacific Grove Golf Links, Natural History Museum, and Fire services are all contracted by the City.

THE DEPARTMENT

The Administrative Services Department encompasses the Finance, Information Technology, Risk Management, and the Cemetery divisions. These divisions are responsible for meeting the needs of both the internal departments and external customers. Together, these divisions ensure that City departments have the resources they need to operate effectively. The Finance Division is staffed with six full-time staff, IT has three staff, and the Cemetery Division has two staff members.

The selected candidate will have the pleasure of working for an organization that has received the GFOA Excellence Award in Financial Reporting for six years and the GFOA Distinguished Budget for four years.

THE POSITION

Under the general direction of the City Manager, the Administrative Services Director plans, organizes, manages,



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and provides administrative direction and oversight for all functions and activities of the Administrative Services Department, including finance, payroll/benefits, accounting, purchasing, lease administration, business licenses, risk management, information technology and cemetery services. The ASD directs and administers the fiscal operations and activities of the City, which include



investments, financial transaction processing, record keeping and reporting, and payroll; coordinates the production and the administration of the City's budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs other duties required by the City Manager.

THE IDEAL CANDIDATE

The City Manager is seeking an experienced public sector accounting professional who is flexible and friendly, has a positive attitude, and is comfortable working in a small team environment. Experience working with Capital Improvement Programs will be greatly valued.

The successful candidate will demonstrate they are:

- Responsive and customer focused, infusing quality in all activities, and holding their self and team to high standards to ensure quality service for both internal and external customers;
- A skilled communicator with strong listening skills who is able build and cultivate relationships that are based on cooperation, mutual respect, and trust;
- A servant leader who is caring, uplifting, and inclusive with a track record of mentoring, coaching, and building strong teams;
- Approachable, friendly, and employs a participatory management philosophy that encourages interdepartmental cooperation, coordination, and high productivity;
- Collaborative, professional, and a team player who be an effective member of the City's Executive Management Team;
- A self-starter who is self-motivated, directed, meets deadlines, and able to juggle multiple projects and tasks;
- A creative problem solver with a solution oriented mindset;
- A hands-on manager who is professional, resourceful, and an effective delegator; and
- Willing and able to work with a high level of independence and apply a high standard of professional ethics to their decision making and recommendations.

EDUCATION / EXPERIENCE

Bachelor's Degree in Finance, Business, or Public Administration and five years

of experience managing government financial operations with two years supervising staff; or an equivalent combination of education, training, and experience. A Master's degree in Finance, Business, or Public Administration is preferred.

A valid California State Driver's License may be required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

THE COMPENSATION PACKAGE

The annual salary range for this at-will position is up to \$194,272* depending on qualifications (*subject to final approval by the City Council).

The City offers the following excellent benefits.

MANAGEMENT TIME COMPENSATION

PAY: In lieu of management leave, the City offers management time compensation in the amount of 3% of base salary (3% x base salary).

CALPERS DEFINED BENEFIT PENSION:

- **Classic Members:** 2% @ 55 formula (employee pays 5% of employer share of PERS costs in addition to employee's member contribution).
- **PEPRA Members:** 2% @ 62 formula (employee pays 50% of the normal cost of their pension benefit).

The City does not participate in Social Security; however, it does participate in Medicare and the employee portion is 1.45%.



SEARCH SCHEDULE

Filing Deadline:	July 21, 2024
Preliminary Interviews (telephonic):	July 29 - 30, 2024
Recommendation to City:	August 8, 2024
Panel Interviews (In-Person):	August 16, 2024
Finalist Interviews (In-Person):	August 19, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

DEFERRED COMPENSATION: City will match up to \$100 per pay period of any member's contribution to Deferred Compensation Plan.

HEALTH INSURANCE: The City participates in the CalPERS Health Plan and contributes:

- Employee Only: \$950
- Employee + 1 Dependent: \$1,425
- Employee + 2 or more: \$1,875.
- Employees may opt out of health and receive \$250 per month taxable cash.

DENTAL AND VISION: The City offers The Standard Dental Plan and Vision Service Plan (VSP).

LIFE INSURANCE/AD&D: \$75,000 basic life coverage and basic AD&D is equal to Basic Life Coverage amount is paid by the City. Additional plan features include travel assistance, life planning and supplemental EAP.

SUPPLEMENTAL SHORT-TERM DISABILITY: The City provides STD in the amount of 2/3 of the first \$2,077 of weekly pre-disability earnings as of the date of disability reduced by deductible income. Maximum Weekly benefit of \$1,385 (minimum of \$15).

LONG-TERM DISABILITY: The City provides LTD in the amount of 2/3 of the first \$9,000 of monthly pre-disability earnings as of the date of disability reduced by deductible income. Maximum Monthly benefit of \$6,000 (minimum of \$100 or 10% of the LTD benefit before reduction by deductible income, whichever is greater).

529 COLLEGE SAVINGS PLAN: Voluntary Employee Participation in College Savings Plan.

FITNESS INCENTIVE: City will reimburse up to \$500 per calendar year for employee's personal fitness costs. Eligible covered fitness reimbursement may include fitness classes, fitness subscriptions, gym membership and weight management programs.

PAID LEAVE: Paid Time-Off accrual of 144 hours per year for the first four years, pro-rated based on hire date. Additional accrual based on years of service.

HOLIDAYS: 9 paid holidays, plus 6 floating holidays (prorated on hire date) per fiscal year.

TUITION REIMBURSEMENT: City will reimburse eligible tuition expenses up to \$3,000 per fiscal year.

PERSONAL USE CELL PHONE STIPEND: \$50/month.

The City of Pacific Grove is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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